Violent Gang and Terrorist Organization File

I. Introduction

- 1. The NCIC 2000 Violent Gang and Terrorist Organization File (VGTOF) has been designed to provide identifying information about violent criminal gangs and terrorist organizations and members of those gangs and organizations to law enforcement personnel. This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about these organizations and members to facilitate criminal investigations.
- 2. Because VGTOF information is based on investigative information not previously subject to independent judicial review, strict adherence to policy on the security, use, and dissemination of VGTOF information is necessary.
- 3. VGTOF information is exclusively for the use of criminal justice agencies for criminal justice purposes. In no case should VGTOF information be disseminated to any noncriminal justice agency.

The VGTOF is composed of two components or "capabilities:

- 1. The **Group Reference Capability (GRC)** provides information about gangs and terrorist organizations. This capability can be accessed by a QGG inquiry.
- 2. The **Group Member Capability (GMC)** provides information on individual members of gangs or terrorist organizations. This capability can be accessed by a QGM inquiry.

II. Objectives

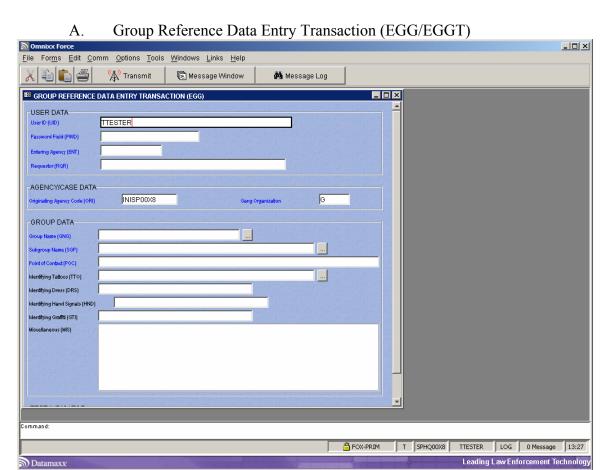
Upon completion of this lesson, the user will be able to answer test questions relating to the inquiry and entry of data in to the Violent Gang and Terrorist Organization File.

- III. Entry Criteria Group Reference Capability (GRC)
 - 1. For purposes of entry in the GRC, a **gang** must meet the following criteria:
 - a. The group must be an ongoing organization, association, or group of three or more persons; and

- b. The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal activity or delinquent conduct.
- 2. **Criminal or Delinquent Conduct** includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threats, burglary, and/or carjacking.
- 3. **Delinquent Conduct**, as with the Wanted Person File, is conduct of a juvenile which would be a crime if committed by an adult.
- 4. **Criminal Conduct** includes acts committed during incarceration which are often labeled disruptive and which could be punished as crimes.
- 5. For purposes of entry in the GRC, a **terrorist organization** must meet the following definition:
 - a. The group must be an ongoing organization, association, or group of three or more persons; and
 - b. The group must be engaged in conduct or a pattern of conduct which involves the use of force or violence; and
 - c. The purpose of the group in using violence must be to intimidate or coerce a government, civilian population, or segment thereof, in furtherance of political or social objectives.
 - d. As of February 4, 2004 the FBI Washington DC office will make all Terrorist Organization and Terrorist Member entries. The IDACS Newsletter 2004 4 will have further information on this topic.
- 6. Tagger groups, whose interest and/or activity is spray painting do not meet the criteria for entry.
- 7. The first agency (primary ORI) which enters a particular group/subgroup combination for a gang (EGG) or terrorist organization (EGGT) GRC record is responsible for all fields of the base record and supplemental record except for additional ORI/Point of Contact (POC) data entered by subsequent originating agencies. Subsequent entries for that particular group/subgroup will be permitted to allow another agency to express an interest by adding its own ORI and point of contact information. The subsequent agency **cannot** enter or modify any field in the record other than its own ORI or POC Fields. If subsequent entries contain data in the TTO, HND, GTI, DRS, or MIS Fields, that data will be ignored.

IV. Retention Period for GRC Entry

- 1. **Single-interest records** are retained indefinitely or until removed by the originating agency.
- 2. **Multiple-interest records** are retained indefinitely or until all agencies remove their interest in the record.



Group Data

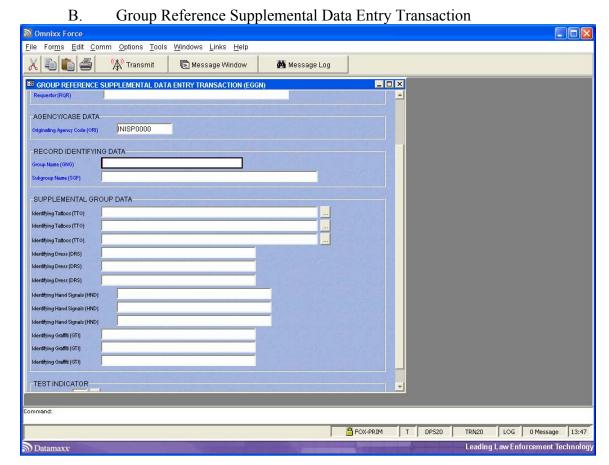
- 1. Group Name (GNG)
 - a. Required.
 - b. Must be a valid Group Name assigned by NCIC.

 If no NCIC code is listed for the group name, the generic code "ULISTED GROUP" may be used, however, the record will remain in file for 96 hours.

- 2. Subgroup Name (SGP)
 - a. Required.
 - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".
- 3. Point of Contact (POC)
 - a. Required.
 - b. Enter a maximum of fifty characters for the point of contact's name.
- 4. Identifying Tattoos (TTO)
 - a. Refer to the NCIC 2000 Online Manual for all valid special characters allowed in this field.
- 5. Identifying Dress (DRS)
 - a. This field describes any specific clothing that signifies gang membership. A maximum of twenty-five free text characters are allowed in this field.
- 6. Identifying Hand Signals (HND)
 - a. A maximum of twenty five free text characters for any hand signals used by a gang member.
- 7. Identifying Graffiti (GTI)
 - a. Enter up to twenty five free text characters.
- 8. Miscellaneous (MIS)
 - a. Enter a maximum of 250 characters.
 - b. Any information that will further identify the group, Ex: where they frequent, additional dress, etc.
- V. Supplemental Data Entry Group Reference

Supplemental record entry can only be made by the primary ORI. Any subsequent agency with an interest should contact the primary ORI to request supplemental information when appropriate.

Up to nine entries are allowed in the TTO, DRS, HND, and GTI Fields. Information must exist in the corresponding record fields of the base record in order to make a supplemental entry.



Record Identifying Data

- 1. Group Name (GNG)
 - a. Required.
 - b. Must be a valid Group Name assigned by NCIC.
- 2. Subgroup Name (SGP)
 - a. Required.
 - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".

Supplemental Group Data

1. A maximum of nine entries allowed in the TTO, DRS, HND, and GTI Fields but only three per transaction.

VI. Entry Criteria Group Member Capability (GMC)

- 1. Entry of a gang or terrorist organization member in the Group Member Capability can be made providing that a GRC record is already entered for the group and that member belongs to that group.
- 2. GMC records are individually entered by each agency. This enables each agency to place any identifying information, which may be different among agencies, in its own record. Multiple records on one record subject may be returned to an inquiring agency.
- 3. The criteria identified to support entry should be documented for purposes of validation and audit. Additionally, each GMC record **must** include a notation in the Criteria for Entry (ECR) Field. The following criteria must exist with respect to any individual, whether a gang or terrorist organization member, to be entered in the GMC:
 - 1. Must be a member of a gang or terrorist organization and subgroup thereof which meets the criteria for and is entered in the GRC; and
 - 2. Has admitted membership in that gang or terrorist organization (and subgroup) at the time of his/her arrest or incarceration; or

Meets any two of the following:

- a. Admitted membership in a gang or terrorist organization at the time of his/her arrest or incarceration.
- b. Has been identified by an individual of proven reliability as a group member;
- c. Has been identified by an individual of unknown reliability as a group member and that information has been corroborated in significant respects;
- d. Has been observed by members of the entering agency to frequent a known group's area, associate with known group members and/or affect that group's style of dress, tattoos, hand signals, or symbols;
- e. Has been arrested on more than one occasion with known group members for offenses consistent with group activity;
- f. Has admitted membership in the identified group at any time other than arrest or incarceration.
- g. Terrorist acting alone.
- h. Subject is suspected or believed to be associated with terrorism or a terrorist organization.

3. Only the Washington DC FBI office will be entering all <u>possible</u> terrorists into the VGTOF database. Responses, "Hits", on these subjects in NCIC have specific instructions on how to handle the situation. *Please assist the FBI by following these instructions explicitly and only detain subject if specifically directed to do so or if your department has cause for arrest.

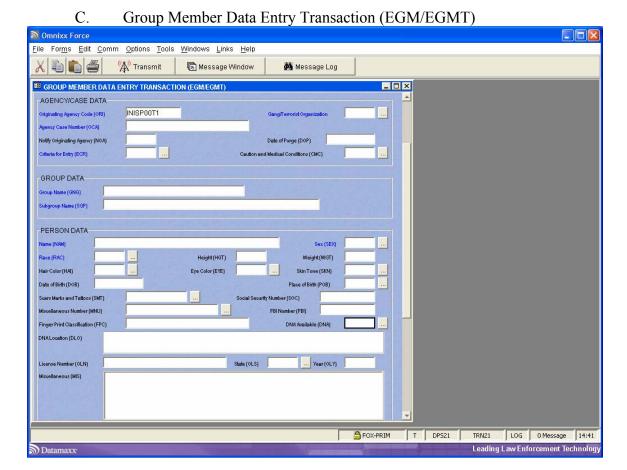
Never alert the subject to their status in the VGTOF. Do <u>not</u> send hit confirmations based on a VGTOF "Hit". If the subject has a warrant, he or she will also be entered as a wanted person. These FBI investigations are preliminary and VGTOF Files are being used mainly as a tracking device. The IDACS Newsletter 2004 – 4 will have further information on this topic.*

VII. Retention Period

- 1. A GMC record will remain active until it is canceled by the entering agency or until the Date of Purge (DOP) is equal to the current date. The maximum retention period for a GMC record is 5 years unless entered by a corrections agency then the DOP Field is changed to show the release date for the subject from incarceration.
- 2. A GMC record with a GNG of UNLISTED GROUP will be retired 96 hours after entry and the originating agency will not be notified.

VIII. Validation

The GMC will be validated according to the same schedule and in the same manner as Wanted Person File records.



Agency/Case Data

- 1. Gang Terrorist Organization
 - a. Required.
 - b. G for "Gangs".
- 2. Notifying Originating Agency (NOA)
 - a. Values are "Y" for (yes) and "N" for (no). Defaults to "N".
 - b. When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the GMC is known, Y should be entered into the NOA Field.
- 3. Date of Purge (DOP)
 - a. MMDDYYYY.
 - b. It must be in the order of month/day/year and MUST be five years or less from the entry date. If left blank, the system sets the purge date five years from the entry date.

A Corrections Agency, may enter "XXXXXXXX" to keep the record from being purged (ORI must end in "C").

- 4. Criteria for Entry (ECR)
 - a. Required.
 - b. This field contains the criteria used for entering a file for a gang. This entry must match the valid group name in NCIC online Code Manual. Valid codes are: A, BC, BD, BE, BF, CD, CE, CF, DE, DF, EF, G, H.
 - c. Codes G and H can be used alone or in combination with any of the other codes.
- 5. Caution Medical Conditions (CMC)
 - a. Required.
 - b. All GMC records are entered with a caution indicator.

Group Data

- 1. Group Name (GNG)
 - a. Required.
 - b. Must be a valid Group Name assigned by NCIC.
- 2. Subgroup Name (SGP)
 - a. Required.
 - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".

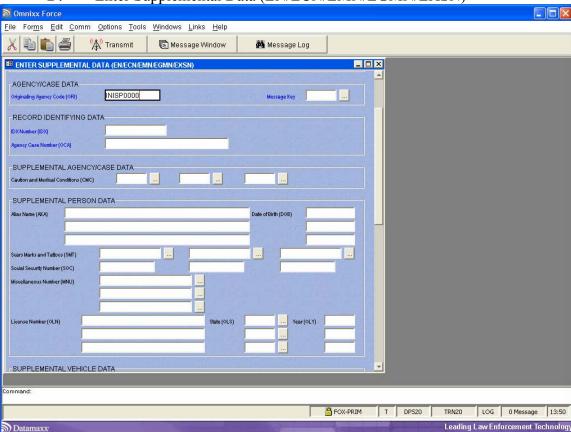
Person Data

- 1. Date of Birth (DOB)
 - a. Optional.
 - b. If DOB is an optional field (i.e., not the only numeric identifier), "00" may be entered for "MM" and "DD" positions.
- 2. DNA Available (DNA)
 - a. "Y" or "N".
 - b. The DNA Field has a default value of N meaning there are no DNA data available. When set to Y, then information must be contained in the MIS Field regarding obtaining this data.

- 3. DNA Location (DLO)
 - a. Free text.
 - b. Location where DNA samples are available.
- 4. Miscellaneous (MIS)
 - a. Enter a maximum of 500 characters.
 - b. Aliases, vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record.
 - c. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.
 - d. When an agency enters two or more GMC records for individuals who are known to be associating with each other, each existing GMC record entry should be cross-referenced to the other. This cross-referencing can be done by placing the name and NIC of each GMC record in the MIS Field of the other GMC record.

IX. Supplemental Entry

- 1. Entry of other additional identifiers as a supplemental record to a Group Member record may be made only by the agency that entered the Group Member.
- 2. All fields are optional, and should only be used if a supplemental entry is required.
- 3. Supplemental entry of a record is restricted to the agency that entered the record.



D. Enter Supplemental Data (EN/ECN/EMN/EGMN/EXSN)

Agency/Case Data

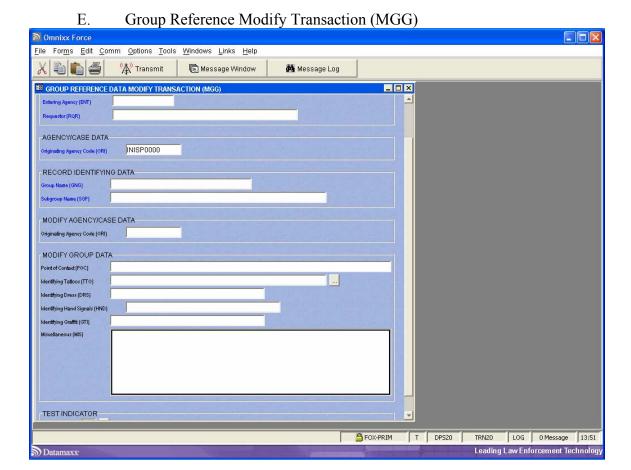
- 1. Message Key
 - a. Required.
 - b. GMN Gang.

Supplemental Person, Vehicle, and License Data

1. A maximum of 99 AKA's, 10 CMCs, 9 DOB's, SMT's, MNU's, SOC's, OLN's, LIC's, and VIN's may be added to a Group Member Record.

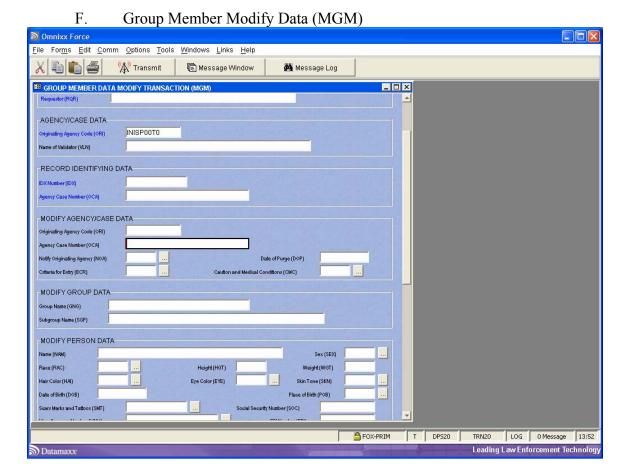
Supplemental Image Data

1. IMN and IMT Fields (up to 12: 1 mug shot, 1 signature, and 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction.



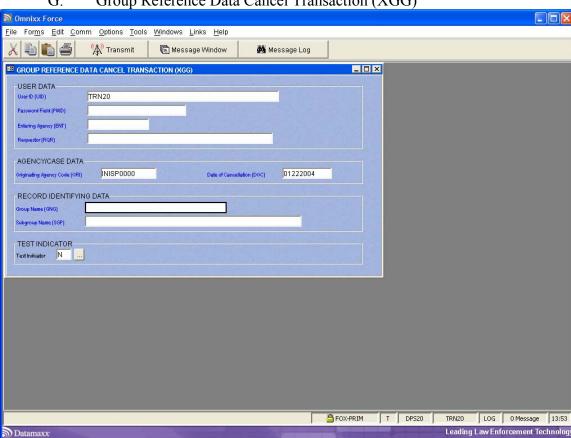
Record Identifying Data

- 1. Group Name (GNG)
 - a. Required.
 - b. Must be a valid Group Name assigned by NCIC.
- 2. Subgroup Name (SGP)
 - a. Required.
 - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".



X. Cancellation of the Group Reference Capability (GRC)

When an originating agency no longer has an interest in a GCR record or the record (interest) has been entered in error, the originating agency may cancel the record. If the primary ORI cancels the record, that agency's ORI and POC are removed. If there are no other agencies associated to the record, the entire record is canceled. If there are other agencies associated to the record, ownership of the GRC record is transferred to the next agency which then becomes the **primary ORI**. Cancellation by any agency other than the primary ORI simply removes that agency's ORI and POC from the record.



G. Group Reference Data Cancel Transaction (XGG)

Agency/Case Data

- 1. Date of Cancellation (DOC)
 - a. Required.
 - b. The date entered must be the current date or the current one.

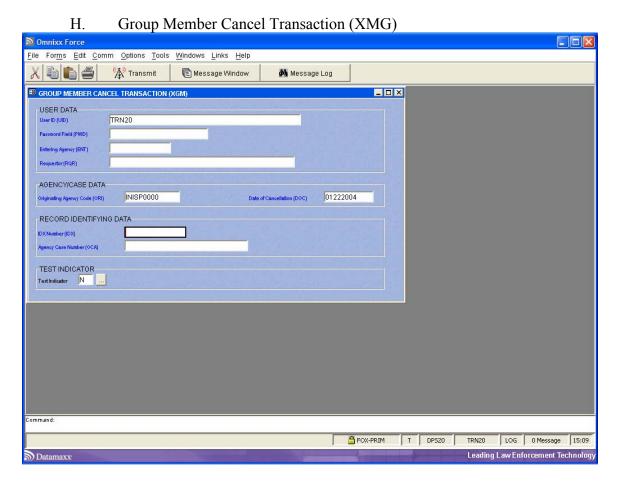
Record Identifying Data

- 1. Group Name (GNG)
 - a. Required.
 - b. Must be a valid Group Name assigned by NCIC.
- 2. Subgroup Name (SGP)
 - a. Required.
 - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".

XI. Cancellation of Group Member Capability (XGM)

Cancellation of a GMC record is restricted to the ORI that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid.

All information about the record subject, including any supplemental information, is canceled when the XGM transaction is used. Benefits and effectiveness data is not collected for GMC records.



Agency/Case Data

- 1. Date of Cancellation (DOC)
 - a. Required.
 - b. The date entered must be the current date or the current date minus one.